

C me-SK



FBIS 1490-88

06 September 1988

MEMORANDUM FOR: Deputy Chief, Administrative Division/OTE

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FROM:

Chief, Administrative Staff, FBIS

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SUBJECT: Confirmation of

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1. Thank you for confirming the FBIS Offsite Conference 2-4 November at [redacted] We are expecting 35 attendees, with a guest list to soon follow.

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2. The attendees will be arriving by both POV [redacted]

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[redacted] They are expected to arrive after 1500 on 2 November, departure from [redacted] will be 4 November in the afternoon.

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3. An agenda will be provided, consisting of all day briefings. The evening of 3 November will be a meal [redacted] and an address by the DDS&T.

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4. From this point on, all administrative details should be addressed to [redacted] FBIS Administrative Staff, [redacted]

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Dist: Chrono.

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